1937-48 **File No.** 1256/36-II

A CLASS P.W. **DEPARTMENT**
E **BRANCH**

Subject:— Memorials & Petitions

Revised Instructions for the Submission of—

P 44
E

A [K] 1948

File No. 1256/36-II — E B

Fld. Sect. Slip. 24 A

Std. Sectt. 78A e.

G.R., G D., No. 2408, dated 22-6-22.] Correspondence

DOCKET SHEET (B)

File No. 1256/36 II

P.W. DEPT.

E BRANCH.

Subject :—

References :— Copies of pages from the main file A[c]

Date.	To whom sent.	Notes and instructions.

~~Letter.~~

Petitions and Memorials.
Instructions for the submissio
of- - -

GOVERNMENT OF BOMBAY
Political and Reforms Department.
Resolution No. 9784.
Bombay Castle, 28th June 1937.

Letter to the Government of India, Home Depart-
-ment, No. 9784-B, dated the 21st April 1937:-

"I am directed to say that under clause 9, Part III, of the Instructions for the submission, receipt and transmission of memorials to His Majesty the King, Emperor of India, or the "Right Honourable the Secre-
-tary of State for India in Council" published in the Government of India's notification No. F. 6/7/33-I, dated the 19th June 1933, and clause 9, Part III, of the Instructions for the submission of petitions to the Governor General in Council' published in the Government of India's notification No. F. 6/7 33-II, dated the 19th June 1933, the Local Government is required to send a quarterly return to the 'Governor General in Council' specifying all memorials or petitions witheld by the Local Government and the reasons for withholding them.

A similar return is sent to the Government of India under the 'Foreign and Political Department Memorial Rules, 1928'.

In view of the altered conditions from the 1st April 1937, I am to inquire whether these returns should continue to be sent to the Government of India."

Letter from the Government of India, Home Deptt. No. F. 26/2/37-Public, dated the 7th June 1937.

"With reference to your letter No9784-B, dated the 21st April 1937, on the subject noted above, I am directed to say that the question of revising the memorial and petition rules has been under the con-
-sideration of the Central Government, but it was considered undersirable to proceed with the matter without first having some experience of working

of the new constitution. It has therefore been decided to take up the question about a year hence. I am accordingly to request that, if there is no objection, the instructions relating to memorials and petitions may continue to be observed for the present.".

RESOLUTION.

Copies of the letter from the Government of India should be forwarded to all Departments of the Sec-retariat and all Heads of Offices for information and guidance with reference to Government Resolution, Political and Reforms Department, No. 9784, dated the 19th July, 1933.

By order of the Governor of Bombay,

V.H. VACHHARJANI,
Deputy Secretary to the Government
of Bombay, Political and
Reforms Department.

To

All Departments of the Secretariat,

All Heads of Offices under the several Departments of the Secretariat,

The Municipal Commissioner for the City of Bombay,

The Postmaster General, Bombay,

The Commander, Bombay District,

The Meteorologist, Bombay,

The General Officer Commanding-in-Chief, Southern Command, Poona.,

The Controller of Military Accounts, Western Circle,

The Administrator General, Bombay,

The Protector of Emigrants, Bombay.

The Secretary to the Governor,

The Mint Master, Bombay,

The Deputy Controller of the Currency, Bombay,

The Accountant General, Bombay,

The Officer in Charge, Medical Stores Depot., Bombay.

~~The Accountant General, Bombay.~~

~~The Officer in Charge, Medical Store~~

The Government Examiner of Accounts, B.B.& C.I. Railway,

The.....

The Government Examiner of Accounts, Madras and Southern Maratha Railway, Madras,

*The Prothonotary and Senior Master, High Court, Bombay,

*The Registrar, High Court, Appellate Side, Bombay.

*By letter.

No. of 1937.

(Copy forwarded for information and guidance to - - - - -

E.B.

Note and Record.
Theo. A.W. I and M Be.

Id/ 24-7-37. Id/ 26-7-37.

W.W.W./-

Petition Rules.
Revision of Rule 7 of the Rules for the preparation and submission of petitions to Government.

GOVERNMENT OF BOMBAY.
Political and Services Department.
Resolution No. 9784.
Bombay Castle, 11th February 1938.

.RESOLUTION.

The following rule should substituted for Rule 7 of the "Rules for the preparation and submission of petitions to Government "- Circulated with Government Resolution, General Department, No. 5528, dated the 26th July 1913:-

"7. Applications for situations in the gift of local controling authorities, or for admission into the public service, should be acknowledged and the applicant should at the same time be informed of the action proposed to be taken or, if the application is wrongly addressed, of the procedure which he should follow."

Vide R.R.P.&S.D. No 9784 dt. 5-10

"Note :- The above rule does not apply in the care of applns recd. in respense to an advertisement.

2. The amendment should be published in the Bombay Government Gazette.

By order of the Governor of Bombay,

V.H. VACHHRAJANI
Deputy Secretary to Government of Bombay
Political and Services Department.

To

*All Departments of the Secretariat,
*The Secretary to the Governor,
*The ~~Original~~ Translator to Government,
*The Manager, Government Central Press,
*All other Heads of Offices under the several Departments of the Secretariat,
*The ~~-~~ *The Municipal Commissioner for the City of Bombay.
*The Meteorologist, Bombay,
*The Protector of Emigrants, Bombay
*The Mint Master, Bombay,
*The Post Master General, Bombay,
*The Government Examiner of Accounts, B.B. & C.I.Railway,
*The Chief Accounts Officer, G.I. P. Railway,
*The Government Examiner of Accounts, M & M.S. Railway.
*The Officer in Charge, Medical Store Depot, Bombay,
**The Prothonotary and Senior Master, High Court, Bombay,
**The Registrar, High Court, Appellate Side, Bombay.

*With copies of the notification.
**By letter.

No ~~Re.~~ of 1938.
Copy forwarded for information and guidance to - - - -

Petitions and Memorials.
Revised instructions for the submission of - - for the exercise by His Majesty or by the Governor General of Royal Prerogative of pardon addressed to the Governor General or the Governor General in Council by Persons under sentences other than that of ~~death~~ death.

GOVERNMENT OF BOMBAY.
Home Department.
Resolution No. 9398/3
Bombay Castle, 11th June 1938.

Read Government Resolution, Political and Reforms Department, No. 9784, dated the 19th July 1933.

Letter from the Secretary to the Governor General (Public), No. 361/37-Judl. (G), dated the 28th April 1938:-

"I am directed to forward for the information of the Provincial Government a copy of this Office Notification* No. 361/37-Judl.(G), dated the 28th April 1938, containing revised instructions for the su--bmission of memorials and petitions for the exercise by His Majesty or the Governor General of the Royal Prerogative of pardon.

2. This prerogative covers any or all of the following processes:-

(i) The grant of a free pardon- - -This has the effect of wipping out the offence and the penal consequences attaching to it.

(ii) The grant of a conditional pardon. - - This does not wipe out of the offence or the penal con--sequences attaching to it.

(iii) The remission of sentence. - - This means a curtailment of sentence of ~~imprison~~ imprisonment or a reduction of a fine in whole or in ~~whole~~ part.

(iv) The grant of a repairive or repite . - - These are synonymous terms for the ~~tempo~~ temporary delay of the execution of the sentence."

RESOLUTION. Copies of the letter from the Secretary to the Governor General(Public) No. 361/37-Judl (G), dated the 28th April 1938, and its accompaniment*

should be forwarded to all Departments of the Secretariat and all Heads of Offices for information and guidance with reference to Government Resolution, Political and Reforms Department, No. 9784, dated the 19th July, 1933.

2. The Notification by the Secretary to the Governor General (Public), No. 361/37-Judl. (G), dated the 28th April 1938, has been republished in the Political and Services Deptt. Notification No 9784, dated the 3rd May, 1938, at pages 625-628 of Part IV - A of the Bombay Government Gazette, dated the 5th May 1938. The Superintendent, Government Printing and Stationery, should be requested to keep a sufficient number of copies of the revised instructions for sale to the public and for supply to officers requiring additional copies.

By order of the Governor of Bombay,

D.S. JOSHI,
Under Secretary to the Government of Bombay,
Home Department.

*Printed as an accompaniment to this Resolution.

To

All Departments of the Secretariat.
All Heads of Offices under the several Departments of the Sec-
~~All Heads of Offices under the~~ retariat.
The Municipal Commissioner for the City of Bombay,
The Postmaster General, Bombay,
The Meteorologist, Bombay,
The Commander, Bombay District.
The General Officer Commanding-in-Chief, Southern Command, Poona.
The Controller of Military Accounts, Western Circle.
The Administrator General, Bombay,
The Protector of Emigrants, Bombay,
The Secretary to His Excellency the Governor,
The Mint Master, Bombay.
The Assay Master, Bombay Mint,
The Accountant General, Bombay,
The Officer in Charge, Medical Store Depot, Bombay,
The Government Examiner of Accounts, B.B.&.C.I. Railway,
The Government Examiner of Accounts, Madras and Southern Martha Rly.
*The Prothonotary and Senior Master, High Court, Bombay,
*The Registrar of His Majesty's High Court of judicature, Appellate Side, Bombay.

*By letter.

No. of 1938.
Copy forwarded for information and guidance to -- - - - -

Accompaniment to Government Resolution, Home Department, No. 9398/3, dated the 11th June 1938.

NOTIFICATION.

Office of the Secretary to the Governor General. (Public)

No. 361/37-Judl.(G)
Simla, the 28th April 1938.

The following instructions for the submission, receipt and transmission of memorials to His Majesty the King, Emperor of India, and for the submission of petitions to His Excellency the Governor General are published for general information in supresession of such of the work- instructions published with the Notifictions of the Government of India in the Home Department Nos. F. 6/7/33-I and 6/7/33-II, dated the 19th June 1933, as relate to memorials and petitions dealt with in these instructions. The instructions shall not apply to memorials or petitions submitted by, or on behalf of, convicts under sentence of death:-

PART I

PRELIMINARY.

1. Definitions. In these instructions - -

(1) "Provincial Government" means, with regard to Chief Commissioners" Provinces, the Chief Commissioner.

(2) "Memorial" means a memorial praying for pardon, addressed to His Majesty the King, Emperor of India, and includes petitions, letters and applications of the nature of memorials.

(3)"Petition" means a petition praying for pardon, addressed to His Excellency the Governor General and includes memorials, letters and applications of the nature of petitions.

(4) "Pardon" means the grant, to any offender convicted in the exercise of its criminal

jurisdiction by any Court of Justice in British India and sentenced to punishment other than death, of a par-don either free or on conditions; and includes a respite, reprive or remission of punishment.

PART II.

Form and manner of submission of Memorials and Pettitions.

2. From of memorial or petition - (1) A memorial or a petition may be either in manuscript or in print.

(2) Every memorial or petition shall be authenticated by the signature of the memorialist or the petitioner, or, when the memorialists or petitioners are numerous by the signatures of-one or more of them.

(3) Every memorial or petition, and the documents accom-panying it, shall, if possible, in English: if not, they shall be accompanied by an English translation authenticated in the manner provided in clause(2).

3. Contents of memorial or petition. - - Every memorial or petition shall - -

(a)contain all material statements and arguments relied upon by the memorialist or pertitioner;

(b) be complete in itself;

(c) be accompanied by copies of the jedgements of the Courts; and

(d) end with a specific prayer.

4. Method of submission. - - Every memorial or petition shall be submitted through the Provincial Government concerned and shall be accompanied by a letter requesting the Provincial Government to transmit the memorial or petition to His Excellency the Governor General.

PART III

Withholding of memorials and petitions by the Provincial Governments and of memorials by the Governor General.

5. Circumstances in which memorials or petitions may be withheld.—(a) His Excellency the Governor General may withhold a memorial which being a prayer for the exercise of the Royal prerogative of pardon has been

granted.....

granted by him in virtue of his authority to exercise of the Royal prerogative, or (b) the Provincial Government may withhold a memorial or petition when –

(1) the memorialist or petitioner has not complied in full with the provisions of Part II of these instructions;

(2) the memorial or petition is illegible or unintell-igible, or contains language which is, in the opinion of the Provincial Government, disloyal, disrepectuful or improper;

(3) a previous memorial or petition from the memorialist or petitioner on the same subject has been disposed of by His Majesty or His Excellency the Governor General, as the case may be, and the memorial or petition, in the opinion of the Provincial Government, discloses no new facts or circumstances which afford grounds for a reconsideration of the subject; or

(4) no application for redress under chapter XXIX of the Criminal Procedure Code has been made to the Provincial Government or, in the case of the Chief Commissioner's Province of Delhi, to the Central Government

6. Memorialist or petitioner to be informed when memorial or petition is with held. —— His Excellency the Governor General or the Provincial Government, as the case may be, will, when a memorial or petition is withheld under instruction 5, inform the memorialist or the petitioner of the withholding and the reason therefore.

7. List of memorials or petitions withheld. - - (1) The Provincial Government will send a quarterly return to the Secretary to the Governor General (Public) spe-cifying all memorials or petitions withheld under instruction 5(b) by the Provincial Government, and the reasons for withholding them.

(2) The Governor General will send a quarterly return to the Secretary of State for India specifying

....

all memorials withheld under instruction 5 by himself or by a Provincial Government, and the reasons for withholding them.

PART IV.

Transmission of memorials by the Governor General and of memorials or petitions by Provincial Governments.

8. Procedure for transmission. - - (10) The Provincial Government will transmit to the Secretary to the Governor General (Public) all memorials or petitions not withheld under instruction 5(b) together with a concise statement of facts material thereto and an expression of the opinion of the Provincial Government thereon. In the case of memorials a duplicate copy shall also be forwarded.

(2) His Excellency the Governor General will, ordinarily within one month after receipt, transmit in original to the Secretary of State for India all memorials received by him under clause (1) of this instruction and not withheld under instruc--tion 5(a).

(3) Memorials transmitted under clause (2) of this instruction will be accompanied by a concise statement of facts material thereto and an expression of opinion of both His Excellency the Governor General and the Provincial Government thereon.

(4) Where the memorial, petition or any document accompanying them is not in English the Governor General or the Privnicnal Government, as the case may be, will, when transmitting it under this instructions, examine the translation and notify the authority to which it is transmitted of any defects found therein.

(Signed) J.A.THORNE.
Secretary to the Governor General(Public)

.....ooOOOoo.....

W.W.W. /-

(for further orders Pl. see G.C.M., P. & S.D. No. 2026/46, dated the 23.4.49) 831/48/34145

(for further orders vide G.C., P. & S.D. No. 1725/46 dated the 23.10.47.)

Regional languages.

Replies to petitions and appeals in - -

GOVERNMENT OF BOMBAY.
Political and Services Department,
Circular No. S.25/1/125.
Bombay Castle, 23rd March 1939.

Government is pleased to direct that in all offices in the districts replies to petitions and appeals which are written in a regional language should, wherever this is practicable, be given in the language in which the petitions and appeals are written.

By order of the Governor of Bombay,

G. WILES.

Chief Secretary to the Government of Bombay,
Political and Services Department.

To

The Commissioner, Northern Division,

The Commissioner , Central Division,

The Commissioner, Southern Division,

All other heads of offices under the Several Departments of the Secretariat,

All Departments of the Secretariat(except the Separate Department.).

.....ooOOOoo.....

W.W.W./-

Petition Rules.
Revised Rule 7 of the Rules for the preparation and submission of petitions to Government- - - - .

Amendement of the - - - .

GOVERNMENT OF BOMBAY.
Political and Services Department.

Resolution No. 9784.
Bombay Castle, 5th October 1939.

RESOLUTION

The undermentioned note should be inserted below petition Rule 7 prescribed by Government Resolution, Political and Services Department, No. 9784, dated 11th February 1938:-

"Note:- - - The above rule does not apply in the case of applications received in response to an advertisement."

2. The amendment should be published in the Bombay Government Gazette.

By order of the Governor of Bombay,

V.H. VACHHRAJANI,
Deputy Secretary to the Government of Bombay, Political and Services Department

To
*All Departments of the Secretariat,
*The Secretary to the Governor,
*The Oriental Translator to Government,
*The Manager, Government Central Press,
*All other Heads of Offices under the several Departments of the Secretariat
*The Municipal Commissioner for the City of Bombay.
*The Meteorologist, Bombay,
*The Protector of Emigrants, Bombay,
*The Mint Master, Bombay,
*The Postmaster General, Bombay,
*The Government ~~Engin~~ Examiner of Accounts, B.B.&.C.I. Railway.
*The Chief Accounts Officer, G.I.P Railway,
*The Government Examiner of Accounts, M. & S.M. Railway
*The ~~Govern~~ Officer in charge Medical Stores Depot, Bombay
* *The Prothonotary and Senior Master, High Court, B'bay
**The Registrar, High Court, Appellate Side, Bombay,

*With copies of the Notificatio
** By letter.

No. of 1939.

Copy forwarded for information ang guidance to . . . .

W.W.W./-

Petitions and Memorials.

to Government - - -
Submission of ----.

GOVERNMENT OF BOMBAY
Political and Services Department.
Circular No.9784.
Bombay Castle, 16th March 1942.

CIRCULAR

It has been brought to the notice of Government that in several cases extra-departmental authorities and private bodies or individuals try to intervene between a subordinate Government servant and his departmental superior in matters of departmental discipline. The attention of all concerned is invited in this connection to rule 12 of the "Rules for the preparation and submission of petitions to Government," which lays down that petitions to Government from persons in the service of Government relating to any matter affecting their official* superiors. If, therefore, applications or representations on official matters from Government Servants are received through any other channel, they should be returned.

position will not be entertained unless forwarded through their official -

By order of the Governor of Bombay,

H.K.KIRPALANI,
Chief Secretary to the Government of B'bay
Political and Services Department.

To
The Commissioner, Northern Division,
The Commissioner, Central Division,
The Commissioner, Southern Division,
All Departments of the Secretariat,
The Secretary to the Governor,
All Heads of Offices under the several Departments of the Secretariat,
The Registrar, High Court, Appellate Side, Bombay (by letter No. of 1942.

Copy forwarded for information and guidance, to

E.B.

Submitted for information.

2. After this is recd. back in the office it will be circulated to all the members of the staff for information and guidance,

Id/- Id/-
1-4-42. 1-4-42.

× Copy circulated separately.
Id/ 28-4-42.

PRESS NOTE.

Since the re-assumption of office by the Congress Ministry, people with every kind of grievance or request approach the Ministers direct and address petitions and letters to them. While acknowledging their appreciation of the trust shown in them by the public as evidenced by the petitions and letters addressed direct to the Ministers, Government desires to inform the public that volume of communications directly received* made. The Public are, therefore, requested to place their grievances, in the first instance, before the local officials who are primarily responsible and also to seek, in the usual course, the help of the local Assembly and Council Members. It is only in the event of their failing to obtain satis-faction that the public are advised to approach Govern-ment through the Secretaries of the Departments concerned. Government has directed separately that its officers should dispose of all petitions and memorials received from the public as expeditiously possible.

*by them renders it impossible for them to pay adequate attention to all the representations -

Government considers that the large number of applications received by the Ministers would be appreci-ably reduced if the Petition Rules of Government published in Government Notification, General Department, No. 5528 dated the 26th July 1913, were strictly observed. It desires particularly to invite attention to the following points:-

(1) Petitions which are unsigned will be disregarded.

(2) Petitions will not be attended to regarding any matters which properly fall within the jurisdiction of courts.

(3) Government will not consider a petition unless it is satisfied that the petitioner has already applied to the Chief local authority or officer. If the petitioner is dissatisfied with this authority, the petition should then be made to the controlling authority(by whom the local officer is controlled) before Government is addressed. The petitions to the Chief local and to the Controlling Authorities or copies of them and the answers to, or orders upon, petitions, in original or copies of them, must be annexed to all petitions addressed to Government.

(4) Government will not enteratin an appeal from a person in the employment of a Local Board, a Municipality or any other local body in re-spect of any action or decision affecting the the terms of his employment.

(5) Applications for employment in the service of Government or of local bodies should be addressed to the proper officer or authority concerned and not to Government.

(6) Petitions by telegraph will not generally be attended to or answered.

(7) Petitions to Government from persons in the service of Government relating to any matter affecting their official position will not be entertained unless forwarded through their official superiors. In several cases extra-departmental authorities and servant and his departmental superior in matters of departmental discipline. If, therefore, *

*private bodies or individuals try to intervene between a subordinate Government -

for amplification see G.C.M. P. & S.D. No. 1580/34, dated the 30.9.1946.

* applications or representations on official matters from Government servants are received through any other channel, they will be returned.

(8) Appeals in administrative matters outside the law are not admissible where the person concerned cannot allege that he had been treated unjustly or has sustained any actual loss, but merely claims some pecuniary or other concession as a matter of grace.

No. 2034/34-B.
Political and Services Department.

Bombay Castle, 8th May 1946.

For-warded to:-

All Heads of Departments and offices under the several Departments of the Secretariat,

The Secretary to the Governor,

The Military Secretary to His Excellency the Governor,

The Prothonotary and Senior Master, High Court, Bombay (by letter)

The Retistrar, High Court, Appellate Side, Bombay (by letter)

The Director of Information with a request that he will be so good as to release the Press Note in English and all Regional languages,

All Departments of the Secretariat.

2. The Press Note should be put up on board of all offices for general information.

By order of the Governor of Bombay,

C.K. MARU,
for Chief Secretary to the Government of Bombay, Political and Services Department.

No. of 1946.

Copy forwarded for information and guidance to - - - -

Government Servants.
Approach by - - to Ministers in connection with their personal matters.

GOVERNMENT OF BOMBAY.
Political and Services Department.
Circular No. 1580/34.
Bombay Castle, 30th September 1946.

CIRCULAR.

Under rule 12 of the Rules for the preparation and submission of petitions to Government, petitions from Government servants relating to any matter affecting their official position are not to be entertained, unless submitted through their official Superiors. The same principle has been reterated by Government in the Press Note issued in this connection- vide Government Endorsement, Political and Services Department, No. 2034/34-B, dated the 8th May 1946. In amplification, Government is now pleased to issue the following instructions for the guidance of the Heads of Departments and offices and also of Government Servants who may have occasion to address petitions of appeal to the Honourable Ministers, viz; -

(i) All petitions of appeal should be sent through the proper channel. A copy may be sent simultaneously in advance directly to the Minister in Charge of the Department, and

(ii) Where a Government servant desires to put his case personally before the Minister, he should first ask for permission for an interview with the Minister concerned through the proper channel and, on such permission being granted, he may see the Minister. Heads of Offices and Departments should not withhold such applications for interview thus addressed to the Ministers, through them, for this purpose.

(iii) Vide p.129 post.

P.W.D.

2. Any petition of appeal which does not confirm to these instructions will not be entertained.

By order of the Governor of Bombay,

H.T. SORLEY,
Chief Secretary to the Government of Bombay,
Political and Services Department.

G.C.N. No. 1580/34, P. & S. D. dated the 30th September 1946.

To

The Secretary to the Governor,
The Prothonotary and Senior Master, High Court, Bombay (by letter),
The Registrar, His Court, Appellate Side, Bombay, (By letter)
All Heads of Departments and Heads of offices under the several Departments of the Secretariat.
All Departments of the Secretariat.

No. 1946.

EB(II) 9-11-

Copy forwarded for information and guidance to - - -

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W.W.W.

P.W.D.

Petitions from persons in the service of Government.

GOVERNMENT OF BOMBAY.
Political and Services Department.
Circular No. 2034/34.
Bombay Castle, 11th October 1946.

CIRCULAR.

Rule 12 of the Petition Rules published in Government Notification, General Department, No. 5528, dated the 26th July 1913, lays down inter-alia that petitions to Government from persons in the service of Government relating to any matter affecting their official position will not be entertained unless forwarded through their official superiors. Government has observed that it has become a practice among Government servants to send advance copies of such petitions direct to authorities higher than their immediate superiors through whom the petitions are required to be submitted. This practice is not in consonance with the spirit of rule 12 of the Petition Rules and recp resort should not be had to it.

By order of the Governor of Bombay;

H.T.SORLEY,
Chief Secretary to the Government of Bombay, Political and Services Department.

FD(II) 9-11-

G.C., No. 2034/34, P. & S.D., dated the 11th October 1946.

To

All Heads of Departments and Offices under the Several Departments of the Secretariat.
The Secretary to the Governor,
The Military Secretary to His Excellency the Governor,
The Prothonotary and Senior Master, High Court, Bombay (by letter),
The Registrar, High Court, Appellate Side, Bombay (by letter),
The Director of Information,
All Departments of the Secretariat.

No. of 1946.

Copy forwarded for information and guidance to - -

Official correspondence.
Measures for prompt disposal of
work in subordinate offices.

Government of Bombay,
Revenue Department.
Circular No. 1143/39
Bombay Castle, 15th September 1939.

CIRCULAR.

With a view to securing the prompt disposal of work in subordinate offices and in order to ensure proper control and supervision on the work of the subordinates the following measures should be adopted in the office of the Heads of Departments mentioned below and in all the offices under their control:-

(1) Maintenance of work register and submission of weekly arrears list. Each member of the office establishment should be asked to maintain work register in Standard Secretariat Form * No. 80 and prepare and submit weekly arrears list. As soon as the post is received and distributed each clerk should enter in his work register the file or serial numbers of the papers marked for him. This work should be done by each individual clerk, and the duty should not be delegated to another. The date of disposal should be entered immediately after submission of a case. This should also be done by the clerk concerned. All entries in the work register should be in ink and be written distinctly.

The method of preparing the weekly arrears lists is as follows. Each clerk should submit his work sheets giving the subjects of cases which have remained in arrears and the reasons for their remaining unsubmitted or undisposed of with abstract in Standard Secretariat Form * No. 83. The arrears lists are intended to show the state of work with each clerk. For this purpose it is absolutely necessary that the lists should show each and every paper however unimportant on which action has not been taken within 7 days of its receipt. No paper which has not been disposed of within the prescribed period is to be left out of the list and this refers not only to the papers.....

only to the papers received from outside office but also to queries by the officer and papers on which drafts are to be put up or any further action is to be taken in accordance with the orders of higher officers. In order to secure this object it is necessary that the work register maintained should contain a record of each and every paper received in the branch. It should be impressed on all members of the office that the greatest care should be taken in preparing the arrears lists and that sevare notice will be taken if it is discovered that these lists do not represent the correct state of affairs.

(2) The procedure to be followed in submitting arrears lists and inspecting daftars in the revenue offices should be as follows:-

(a) Commissioner's Office.- The Assistant Commissioners should check the arrears lists of every clerk and should inspect the daftars of the Head Clerk or Chitnis every month by taking a regular return of pending cases ascertaining reasons for delay.

(b) Collector's Office.- Every clerk should submit the work sheets every week respectively to the Head Clerk, Chitnis and Deputy Chitnis for Scrutiny. These officers should also inspect the daftar of at least one clerk under them every week so that they should examine the work of all clerks turn by turn not in any fixed order but selected at random. The Collector should inspect the daftar of the Head Clerk, the Chitnis and the Deputy Chitnis whenever possible. He should see the consolidated ~~xxx~~ arrears list of each branch every week. The notes of inspection of the daftar of each clerk. Deputy Chitnis, Chitnis or Head ~~Clerkxxxx~~ Clerk should be kept so that it can be ascertained whether any improvements are noticeable and whether the person concerned has complied with previous instructions.

(c) Prant Officer's Office.- The Prant Officer should inspect the daftar of each clerk and the Shirestedar once a month, himself. In this manner he will insepct the daftar of each once in 4 or 5 months. He should look into the state of arrears every week.

~~arrears every week.~~

(d) Mamlatdar's Office.- The Aval Karkun should scrutinize the arrears list carefully before submitting it to the Mamlatdar. The Mamlatdar should inspect the daftar of one clerk and one Circle Inspector each month. The Aval Karkun should see every week that arrears do not accumulate ~~xxxxxxx~~ with any of the clerks.

(3) Introduction of system of Calendars.- Each office should should adopt this system. The practical working of this system requires that each clerk should keep a calendar for a month or six weeks in advance with one column for each date. Before sending any correspondence to the subordinate offices he should enter its number in the calender approximately two or three days before the date when its reply may be expected. If a reply is not received on or before that date a reminder should be sent at once. It is the duty of each clerk to look at his calendar the first thing every morning and send the necessary reminders. The calender system explained above should be introduced in each office forthwith.

(4) Treatment of applications received from the members of the public. - All applications received from the members of the public should be placed before the head of the office viz. The Commissioner, the Collector, the Prant Officer, the Mamlatdar etc., as the case may be, as soon as they are received. Such applications belong with others received by such officers personally should be disposed of in the offices concerned if it is possible to do so. This should not take more than a week. Some perhaps could be and are disposed of in the presence of the applicant himself or on the day of presentation. As regards these applications which have to be sent to any officer for inquiry and report, the points on which any particular inquiry is necessary should be clearly pointed out in the endorsement and at the time of forwarding the applications for inquiry a period within which the reply should be sent (depending upon the nature and importance of the subject matter) should be invariably put in. The subordinate officer should either

send.....

send the reply within that time or if it wants an extension it must apply for one in good time stating the reasons for delay.

2. The officers should be requested adequately to punish instances of delays and particularly watch them in the case of apprentices (i.e. candidates officiating as clerks) or officers on probation. It is usually found that habits of work formed in the beginning of one's career continue more or less towards the end. This training in the initial stages will, therefore, ensure more or less a permanent cure.

3. The orders in paragraph 1 shall apply mutatis mutandis to the Forest Department as well.

4. The Superintendent, Government Printing and Stationery, should be requested to supply copies of Standard Secretariat Forms No. 80 and 83 to the officers on indent.

5. The Commissioners of the Divisions and the Chief Conservator of Forests should be requested to submit a report to Government on the working of these arrangements at the end of one year.

Sd/-

V. SHANKAR.
Under Secretary to Government.

C.G.No.1143/39, R.D., dated the 15th September 1939.

To

The Commissioner, Northern Division.

The Commissioner, Central Division.

The Commissioner, Southern Division.

All Collectors,

The Collectors of Bombay,

The Chief Conservator of Forests,

The Conservators of Forests, Northern Central and Southern Circles,

The Superintendent, Government Printing and Stationery,

The Political and Services Department,

The General Department.

*Copies appended.

No.....

No. of 1939.

Copy forwarded for information and guidance to -

Official Correspondence.
Measures for prompt disposal of work in subordinate offices.

Government of Bombay
Revenue Department.
Circular No.1143/39.
Bombay Castle, 24th May 1947.

CIRCULAR MEMORANDUM.

It has been brought to the notice of Government that the orders of Government regarding acknowledgement of communications from private or non-official persons or bodies and their disposal are not attended to properly in the subordinate offices in the mofussil. Attention of the Heads of Departments is invited to the Government orders noted in the margin and they are requested to see that that all communications from members of the public are promptly acknowledged and disposed of without any delay. With a view to securing the prompt disposal of work the work sheet system enunciated under, Government Circular, No.1143/39, dated 15th September 1939 should be strictly enforced and those members of the establishment who are slow and careless and do not show sufficient improvement in their work should be punished for inefficiency. Cases of action taken for inefficiency should be reported to Government every month. If in future any cases of delay come to the notice of Government the Hesds of Depart ents or offices under them will be held responsible for the delay and necessary action taken against them on that account. The Heads of offices must pay particular attention to this aspect of the matter while inspecting their offices and should issue necessary instructions to the officers subordinate to them in this behalf.

(i) Government Circular, Political and Services Department, No.1129/34, dated 14th February 1938.

(ii) Government Circular, Revenue Department, No.1143/39, dated 15th September 1939.

By order of the Governor of Bombay

E. J.G.Simms,

Secretary to Government

G.R.C.,R.D.No.1143/39, dated 24th May 1947.

The Commissioners of Divisions,

All Collectors (including Collector of Bombay),

The Chief Conservator of Forests,

All other Heads of Departments under the Revenue Department,

The Political and Services Department.

*with a copy of Government Circular No.1143/39, dated 15th September 1939.

No. of 1947.

Copy forwarded for information and guidance to

Petitions.
Instructions for speedy enquiries in connection with -.

GOVERNMENT OF BOMBAY.
Home Department.
Circular No.S.18/1867-F.
Bombay Castle, 2nd June 1947.

C I R C U L A R.

A case has occurred in which a reference was made to a District Officer for inquiry and report on a comparatively small matter. The report was not submitted to Government for over three months. Government considers such delays inexcusable and desires to impress upon all officers that enquiries in these matters should be completed within a week and reports submitted to Government within a fortnight at the latest.

By order of the Governor of Bombay,

Sd/-
Under Secretary to the Government of Bombay,
Home Department.

To

All Commissioners of Divisions (for information),

All District Magistrates,

The Inspector General of Police (with reference to his endorsement No.32-B, dated the 8th April 1947).

All Deputy Inspectors General of Police,

The District Superintendent of Police, Bijapur (with reference to his letter No.78, dated the 19th March 1947).

All other District Superintendents of Police,

The Director of Publicity, Bombay,

All Departments of the Secretariat (except the Separate Department).

True Copies,

N. B. Joshi,

Junior Assistant, Issue Section,
Public Works Department, Bombay.

Below copies of -

1) Government Circular, Revenue Department No.1143/39, dated the 15th September 1939,

2) Government Circular Memorandum, Revenue Department No.1143/39, dated the 24th May 1947, regarding measures for prompt disposal of work in subordinate offices,

3) Government Circular, Home Department No.S.18/1867/F, dated the 2nd June 1947, regarding instructions for speedy enquiries in connection with petitions.

No. 1256/36-II-E(II). Public Works Department,
Bombay Castle, 19th July 1947.

Copies forwarded to -

the Chief Engineer, Public Works Department,

the Electrical Commissioner with the Government of Bombay,

the Superintending Engineers of Circles,

the Public Health Engineer to Government,

the Electrical Engineer to Government

the Architect to Government (Junior),

the Director, Development Department Chawls,

the Executive Engineers of Divisions.

2. The measures detailed in the accompanying Government Circulars of the Revenue and the Home Department for the prompt disposal of work in the subordinate offices in those Departments are communicated to the local officers under the Public Works Department for general information and guidance. The officers concerned should adopt such measures as are considered necessary by them to ensure the prompt disposal of work.

3.....

3. Standard Secretariat forms Nos. 80 and 83, should be obtained from the Superintendent, Government Printing and Stationery, Bombay.

By order of the Governor of Bombay,

Sd/-
23/7/47

(D. B. Anand),

for Deputy Secretary to the Government,
of Bombay, Public Works Department.

Copy forwarded to the Superintendent, Government Printing and Stationery, Bombay, for information.

Issued

24/7/47

/./././././././

Government Servants.

Approach by - to Ministers in connection with their personal matters.

GOVERNMENT OF BOMBAY.

POLITICAL AND SERVICES DEPARTMENT.

Addendum No. 1580/34.

Bombay Castle, 20th June 1947.

ADDENDUM.

The following should be added as instruction (iii) in paragraph 1 of Government Circular, Political and Services Department, No.1580/34, dated the 30th September 1946 viz:-

(iii) Instruction (ii) above does not apply to Government servants who are personally acquainted with the Ministers. Such Government servants are free to visit the Ministers, without obtaining permission through the usual channel, but it will be expected that during such visits no representations will be made regarding official matters in which they are personally concerned.

By order of the Governor of Bombay,

Sd/-

(I. H. TAUNTON),
Chief Secretary to the Government of Bombay,
Political and Services Department,

To

EB(II)
5-7-

The Secretary to the Governor,

The Prothonotary and Senior Master, High Court, Bombay (by letter),

The Registrar, High Court, Appellate Side, Bombay (by letter)

All Heads of Departments and Heads of Offices under the several Departments of the Secretariat,

All Departments of the Secretiarat.

No. of 1947.

Copy forwarded for information and guidance to -.

131-132

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Petitions and Memorials.

Replies to - in the recognised regional languages.

GOVERNMENT OF BOMBAY.

POLITICAL AND SERVICES DEPARTMENT.

Circular No. 1725/46.

Bombay Castle, 23rd October 1947.

Government is pleased to direct that the orders issued in Government Circular, Political and Services Department, No. S. 25/1/125, dated the 23rd March 1939, should be strictly observed by the Heads of Departments and Offices in the Districts.

By order of the Governor of Bombay,

Sd/-

(I. H. TAUNTON),

Chief Secretary to the Government of Bombay,
Political and Services Department.

To

The Commissioner, Northern Division,

The Commissioner, Central Division,

The Commissioner, Southern Division,

All other Heads of Departments and Offices under the several Departments of the Secretariat,

All Departments of the Secretariat (except the Separate Department).

No. of 1947. EBC II)

Copy forwarded for information and guidance to

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For further orders pl. see
G.C.M. P. & S.D. No. 2026/46
dt. the 23-4-49
(831/48/3445)

For further orders pl. see
P. & S.D. Memo. No. 1725/46_B
dt. 17-11-48.
(S-63/64832).

Petitions and Memorials.

Replies to - in the recognised regional languages.

GOVERNMENT OF BOMBAY.

POLITICAL AND SERVICES DEPARTMENT.

Circular No. 1725/46.

Bombay Castle, 23rd October 1947.

Government.....

Government is pleased to direct that the Departments of the Secretariat and all other Departments and offices in Greater Bombay should send replies (including acknowledgements) to petitions, memorials and other representations which are written in a recognised regional language of the province, in the language in which the peititions, etc., are written.

2. All noting on the peititions, memorials and other representations in a regional language should continue to be in English as at present and the eplies also should be drafted in English in the first instance. The draft reply should after approval be translated into the regional language concerned in the department or office and then despatched. All replies sent should be handwritten for the present.

3. Offices which are unable to translate into a particular language may seek the help of the Oriental Translator to Government or any other Government translator. Replies requiring precies and scientific drafting, e.g., replies involving legal technicalities may also be forwarded to the Oriental Translator to Government for drafting.

By order of the Governor of Bombay,
Sd-/
(I. H. TAUNTON),
Chief Secretary to the Government of Bombay,
Political and Services Department.

Secy. (R&B) Id/- 20/11

Secy (I). Id/- 21/11/47

D.S. Id/- 21/11/47

D.S. (R&B) Id/- 21/11/47

Under Secy. Id/- 26/11/47 .

To

All Heads of Departments and Heads of Offices in Greater Bombay,
The Secretary to the Governor,
The Secretary to the Honourable the Prime Minister.
All Personal Assistants to the Honourable Ministers.
All Departments of the Secretariat (except)the Separate Department).

No. of 1947.

Copy forwarded for information and guidance to.

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EB(II)
22-11-

Petitions and Memorials.

Replies to = in the recognised regional languages.

GOVERNMENT OF BOMBAY.
Political and Services Department.
Circular No. 1725/46 ,
Bombay Castle, 23rd October 1947.

Government is pleased to direct that the Departments of the Secretariat and all other Departments and offices in Greae-ter Bombay should send replies (including acknowledgements) to petitions, memorials and other representations which are written in a recognised regional language of the Province, in the language in which the petitions, etc., are written.

2. All noting on the petitions , membrials and other representations in a regional language should continue to be in English* in the first instance. The draft reply should after approval be translated into the regional language concerned in the Department or office and then despatched. All replies sent should be handwritten for the present.

*at present and the replies also should be drafted in English -

3, Offices which are unable to translate in-to a particular language may seek the help of the Oriental Translator to Government or any other Government translator, Replies requiring recise and scientific drafting , e.g., replies invloving legal technicalities - may also be forwarded to the Oriental Translator to Government for drafting.

By order of the Governor of Bombay,

I. H. TAUNTON,

Chief Secretary to the Government of Bombay ,

Political and Services Department.

To.

All Heads of Departments and Heads of Offices in Greater Bombay,

The Secretary to the Governor,

The Secretary to the Honourable the Prime Minister.

All Personal Assitants to the Honourable Ministers.

All Departments of the Secretariat (except the Separate Department).

No. of 1947.

Copy forwarded for information and guidance to .

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Petitions : Orders regarding
avoiding delay in disposal of the -.

Government of Bombay,
Public Works Department.
Circular Memorandum No. 1256/36.
Bombay Castle, 27th February 1948.

Government Circular Memorandum.

It has been noticed by Government that reports on petitions called for from the local officers are delayed by them for a long time. With a view to avoid this delay, the Superintending Engineers of Circles, the Public Health Engineer to Government, the Electrical Commissioner with the Government of Bombay, the Electrical Engineer to Government and other officers concerned are instructed to see that all petitions forwarded to them for report are dealt with with the greatest possible expedition and that the reports reach Government at the most within a month from the date of calling for them. The reports should also be complete in all respects, so as to avoid further reference to the local officers and the consequent delay in the disposal of petitions. Any disregard of these instructions will be viewed with great displeasure by Government.

By order of the Governor of Bombay,

Id/-
2/3/48

(D. A. Gadkary),
Deputy Secretary to Government.

To

The Superintending Engineers of Circles,

The Commissioners of Divisions,

The Public Health Engineer to Government.

The Electrical Engineer to Government.

The Electrical Commissioner with the Government of Bombay,

All Executive Engineers,

The Collectors of Districts.

The Director, Development Department Chawls.

No. of 1948.

copy forwarded for information and guidance to.

Copy to

W & B Id/- 12/3/48

A & B (I) & (II) Id/- 10/3/48

E & B (I) & (II) Id/- 10/3/48 Issued 10/3/48

Elec. Br. Id/- 10/3/48

M. B. Id/- 10/3/48

I. B. (I) Id/- 10/3/48

Con. Br. Id/-

V. W. S.

C.B. (I) & (II) Id/- 10/3/48

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Petitions and Memorials

Revised instructions by the Government of India for the Submission of -

Government of Bombay,
Political and Services Department,
Circular Memorandum No.2034/34.
Bombay Castle, 29th March 1948.

Read Government Resolution, Political and Services Department, No. 9784, dated the 27th November 1942.

Circular Memorandum: The attention of the undermentioned officers and departments is drawn to the Government of India, Ministry of Home Affairs Notifications No.338/47-Public (A) dated the ~~19th~~ 18th and 19th / 20th December 1947, which have been republished in this Department Notifications No. 8566 and 9784 dated the 3rd February 1948 at pages 674-75 and 76 of Part I of the Bombay Government Gazette, dated the 12th February 1948. The Superintendent, Government Printing and Stationery, Bombay should keep a sufficient number of copies of the revised instructions for sale to the public and for supply to Officers and departments requiring copies.

By order of the Governor of Bombay,

Sd/-
J. Chaves.
for Chief Secretary to the Government of Bombay.
Political and Services Department.

To ———

The Private Secretary to the Governor,

All Departments of the Secretariat,

All Heads of Departments and Offices under the Several departments of the Secretariat,

The Municipal Commissioner for the City of Bombay,

The Meteorologist, Bombay,

The Commander, Bombay Area,

The Administrator General, Bombay,

The Protector of Emigrants, Bombay,

The Mint Master, Bombay,

The Accountant General, Bombay,

The Prothonotary and Senior Master, High Court, Bombay,

The Registrar, High Court, Appellate Side, Bombay.

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Returns of peittions and memorials withheld.

Continuance of - in respect of Government of Officers.

GOVERNMENT OF BOMBAY.
POLITICAL AND SERVICES DEPARTMENT.
Circular Memorandum No. 2034/34.
Bombay Castle, 3rd March 1948.

Read Government Circular Memorandum, Political and Services Department, No. 5693/34, dated the 14th January 1943.

Government letter, Political and Services Department, No. F.D.P. 98-B, dated the 22nd November 1947:--

"I am directed to refer to the letter from the Government of India, Home Department, No. 320/42-Public, dated the 8th December 1942, on the above subject and to inquire whether in view of the constitutional changes, it is still necessary to submit to the Government of India the Returns of petitions and memorials from persons who have been or are in the service of the Crown in India, withheld by this Government (as also by other Provincial Governments) under the Memorials and Peititions Instructions."

Letter from the Government of India, Ministery of Home Affairs, No. 40/5/47-Est., dated the 16th January 1948:--

"With reference to your letter No. F.D.P. 98-B, dated the 22nd November 1947, on the subject mentioned above, I am directed to say that the Provincial Government may continue to submit in the existing form the quarterly returns in respect of petitions and memorials made by officers who are now under the rule-making control of the Governor-General and withheld by the Provincial Government."

CIRCULAR MEMORANDUM.--The orders of the Government of India regarding the continuance of the quarterly returns of memorials and petitions from persons who have been or are in the service of the Crown in India, withheld under the Memorials and Peititions Instructions should be communicated to all Departments of the Secretariat and all Heads of Offices for information and guidance .

By order of the Governor of Bombay,

Sd/-
(J. CHAVES)

for Chief Secretary to the Government of Bombay,
Political and Services Department.

To

All Departments of the Secretariat.

All Heads of Offices under the several Departments of the Secretariat.

The Municipal Commissioner for the City of Bombay,

The Postmaster Genral, Bombay.

The Superintending Meteorologist, Bombay,

The Commander, Bombay District.

The General Officer Commanding-in- Chief, Southern Command, Poona,

The Commander, Poona Independent Brigade Area.

The Controller of Military Accounts, Southern Circle, Poona.

The Administrator General, Bombay,

The Protector of Emigrants, Bombay,

The Private Secretary to the Governor,

The Mint. Master, Bombay,

The Chief Assayer, Bombay,

The Currency Officer, Bombay,

The Accountant General, Bombay,

The Deputy Assitant Director General (Medical Stores), Government Medical Stores Depot, Bombay.

The Government Examiner of Accounts, B. B. & C. I. Railway.

The Government Examiner of Accounts, M. & S. M. Railway, Madras.

*The Prothonotary and Senior Master, High Court, Bombay,

#The Registrar, High Court, Appellate Side, Bombay.

*By letter.

No. of 1948.-

Copy forwarded for information and guidance to

E. B.(I)

Note and record.

EB(II)

Thro' C.B.S. I & II, ABS I & II, W.B., I.B.S. I & II, El. B. M.B. Con. B.

Id/- 28/5/48 Id/- 31/5/48 Id/- 28/5/48 Id/- 28/5/48 Id/- 29/5/48 Id/- 28/5/48 Id/- 28/5/48 Id/- 28/5/48 Id/- 29/5/48 Id/- 29/5/48 Id/- 29/5/48 Id/- 29/5/48 Id/- 29/5/48